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TAB

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4.2 DATA REQUIREMENTS

A. Overview

1. General Description of Data Organization -- An Overview of the major breakdown of data such as active/historical files, subfiles, etc.

2. Data Integrity - An enumeration of the security aspect of the data - who can access it, and where, etc.

B. Data Description

1. Active Files

a. Record Layout (IBM GX20-1702)
b. Data Item Description (Form 2968)

2. Subfiles

a. Record Layout (IBM GX20-1702)
b. Data Item Description (Form 2968)

3. History Files

a. Record Layout (IBM GX20-1702)

b. Data Item Description (Form 2968) - for all historical data items which have not been previously described.

NOTE *** When describing data items (layout and 2968) define and name items to their lowest unit - i.e.,

DATE OF BIRTH	6N
MON-DOB	2N
DAY-DOB	2N
YR-DOB	2N

Use the standard numbering and naming conventions (under Tab G) for each item and data name. ***

4. Dictionaries

A preliminary listing of all dictionary requirements for your project. Dictionary is defined as a file containing code and clear text information, salary tables, etc., which can be used by many projects for text retrieval or in validation of data.

Reference Step 4.8

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